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Maintenance

CONTRACT FIELD TEAM (CFT) PROGRAM

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This instruction prescribes policy and establishes procedures applicable to activities engaged in selecting and managing contractor depot field team programming, training, management, procurement, and contract administration. Depot Field Teams (DFT) perform depot level maintenance and modification of aircraft (including simulators), aerospace equipment, communications, electronics and meteorological, automatic data processing and cryptologic equipment, and missile weapon systems, support equipment and vehicles. This instruction is applicable to all Air Force Materiel Command (AFMC) field activities and implements AFI 21-102, *Depot Maintenance Management*, and appropriate portions of the *Federal Acquisition Regulation* (FAR), current edition. This instruction does not apply to United States Air Force Reserve or Air National Guard Units and members. Interim Contract Support (ICS) Contract Field Teams (CFT) is not covered by this instruction. Contractor Logistics Support (CLS) CFTs should not be routinely authorized, but could be used on an *exception* basis to permit urgent interim, short-term coverage between awards or when support is needed for a limited fleet. AFI 21-102 and FAR will take precedence if a conflict exists.

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Chapter 1

INTRODUCTION

1.1. Policy. Depot Field Teams (DFT) are a mobile work force used to supplement organic and contractor fixed facilities. These teams, working at sites designated on orders to accomplish depot level, concurrent organizational, and intermediate level maintenance and modification. The following policies will be observed in preparing for a DFT effort:

1.2. Categories. Selecting the right type of depot field team is very important. Changes in depot workload and in depot capabilities have required increased use of DFTs. These teams fall under two categories:

1.2.1. Organic Field Teams (OFT)

1.2.2. Contract Field Teams (CFT)

1.3. Priority. The priority is to maximize customer dollars and support, while maintaining a proper ratio between contract and organic workloads. The following guidelines are provided to assist depot managers in selecting the proper DFTs:

1.3.1. The first choice for all field team workload should be the utilization of organic civilian/military personnel.

1.3.2. The second choice selection would be CFTs.

1.4. Selection:

1.4.1. The CFT program concept was created to augment DoD depot and organic capabilities and respond to surge requirements throughout the world. CFT is a group of contractor maintenance personnel who are provided with government furnished tools or equipment, workspace, and supplies to accomplish modification/maintenance/repair effort on-site at operational government locations worldwide.

1.4.2. CFT work shall be limited to supportable programs for operational support of active aircraft, missiles ground support equipment and vehicles. Supportability is measured by available technical data, tooling, required spares, and parts. Elements such as technical complexity, hardware availability, and quality assurance support are factors which also enter into the decision to use CFT. Training will be limited to on-the-job-training (OJT) for tasked resources.

1.4.3. The choice of CFT for a specific maintenance/modification program is a coordinated Air Logistic Center (ALC) decision. The proposed work must fall within the scope of the basic CFT contract. In order to ensure program supportability, specific restrictions are placed upon the use of CFT. These restrictions are:

1.4.3.1. Complexity of work will be limited to what can be supported by normal base facilities, tools, test equipment and supply capability. Size of the proposed CFT effort will be considered to prevent exceeding the host base support capability. If an exception to the above will be required, advance planning will be needed to determine what modifications are necessary. Since CFT is a short-term effort, no major modifications to base support facilities or services will be considered.

1.4.3.2. CFT tasks that require the extensive use of base/government facility shops (that is, sheet metal, machine, electrical) will require the concurrence of the host base documented in a Memorandum of Agreement (MOA). These will be identified in the workload agreement.

1.4.3.3. CFT efforts should be limited in scope and duration for any one program. Alternative repair sources may be developed. Alternative sources are depot facilities, repair contractor locations or facilities capable of accepting the equipment and special tools. Programmed time periods for CFT work are established in the task order.

1.4.4. The responsibilities assigned to each functional activity by AFI 21-102, *Depot Maintenance Management* and by this instruction may not be delegated. Although specific functions may be reassigned, the basic responsibility remains with the original assignee.

1.4.5. The host base/government facility controls the tactical operation and maintenance of assigned aircraft and equipment. Input of aircraft and equipment for work will be thoroughly coordinated with the host. The host base shall provide base support to the contractor. Base support includes but is not limited to-controlled workspace, material, Government Funded Material (GFM), equipment, vehicles, services (including automatic data processing and communications systems for official business) or other support functions that can be made available at or through any installation. This also includes respirator fittings and other occupational support and training on DoD equipment as required.

1.4.6. Planning and preparation of CFT work should receive the same consideration as planning for any other maintenance/modification program.

1.4.7. The Source of Repair Assignment Process (SORAP) is used to reach an Air Force (AF) determination for selecting organic or contract resources for long term and some temporary depot level maintenance workloads. SORAP recommendations are coordinated/approved by the Single Manager (SM), the Business Development Committee chair, Headquarters Air Force Materiel Command Directorate of Logistics and Sustainment (HQ AFMC/LG), the Acquisition Strategy Panel, and if warranted, by Headquarters Air Force Materiel Command Commander (HQ AFMC/CC) and the Secretary of the Air Force (SECAF). Temporary workloads (bridge/contingency/emergency contracts) that do not require formal SORAP approval will obtain written approval from HQ AFMC/LG through the workload certification process.

Chapter 2

PREPARATION FOR CONTRACT DEPOT LEVEL MAINTENANCE

2.1. Responsibilities.

2.1.1. The owning wing commander is the Office of Primary Responsibility (OPR) for a particular weapon system or equipment and is responsible for overall management of the maintenance program for their system.

2.1.2. The owning wing commander, in conjunction with the Production Management Specialist (PMS) Buyer, is responsible for the program-planning phase (the development of customer requirements). In addition, the owning wing commander and the PMS Buyer, will maintain oversight of the maintenance program and take the necessary actions to assure timely initiation and supportability of the program.

2.1.3. The PMS Seller is responsible for support of the contractual phase of the maintenance workload. The PMS Seller will maintain surveillance and control of the maintenance actions necessary to assure adequate and timely completion of the work.

2.1.4. When the using command does not accept the Quality Assurance (QA) functions, the owning wing commander will make the necessary arrangements for QA.

2.1.5. The Administrative Contracting Officer (ACO) is responsible for those contract administration functions delegated by the OC-ALC CFT contracting office, which is the OPR governing CFT contracts. The PMS Buyer/Seller has no contracting authority or contract administration responsibility. These responsibilities are vested in the OC-ALC CFT contracting office for awarding contracts and placing orders against them and in Defense Contract Management Agency (DCMA) for contract administration. The ALC Competition Advocate will be a participant in all activities leading to award of a contract contemplating other than full and open competition. These activities also participate in planning for CFT effort.

2.2. Planning Phase. The unique nature of a program planned for CFT accomplishment requires a more detailed planning effort than for fixed facility work. It requires coordination by the wing commander, PMS Seller, the prime ALC, using commands and host bases/facilities, contractors, and DCMA. The owning wing commander, PMS Buyer/Seller jointly will:

2.2.1. Adhere to the programming events outlined in AFMCI 21-115, *Depot Maintenance Quality Assurance (QA)*.

2.2.2. The PMS Seller will hold a workload conference when workloads require planning, coordination, or negotiations between the PMS Buyer, contracting, competition advocate, the using commands, and DCMA. The owning wing commander has the primary responsibility to initiate workload conferences and negotiations with using commands. This responsibility includes establishment of the conference, preparation of agenda, and extending invitations to all agencies and activities involved. This conference shall include the using commands, procurement activity, DCMA, and other involved organizations. In addition, specific attention should be given to:

2.2.2.1. Statement of Objectives (SOO).

2.2.2.2. Quantity to be processed.

- 2.2.2.3. Man-hour requirements (unit-total).
 - 2.2.2.4. Flowtime (in/out).
 - 2.2.2.5. Priorities.
 - 2.2.2.6. Pre-production prototype (if required).
 - 2.2.2.7. Support required of host base/government facility.
 - 2.2.2.8. Length of time team will be on host facility (date of arrival/departure).
 - 2.2.2.9. Anticipated team composition.
 - 2.2.2.10. Availability of technical data.
 - 2.2.2.11. Theater clearance requirements.
 - 2.2.2.12. Safety requirements (contractual and using command.)
 - 2.2.2.13. Conducting an "in-house" preaward survey.
 - 2.2.2.14. Assuring the provisions of this policy is followed.
 - 2.2.2.15. Assure all aspects of the planned program have been finalized into a workload agreement.
 - 2.2.2.16. Availability of government special tools and equipment.
 - 2.2.2.17. Time schedule (activity flow chart).
 - 2.2.2.18. Inspection and acceptance procedures.
 - 2.2.2.19. Provide guidance to the base Project Officer (PO) and on-site Quality Assurance Representative (QAR).
 - 2.2.2.20. If a Functional Check Flight (FCF) is required, make necessary arrangements with the cognizant Contract Administration Office (CAO).
 - 2.2.2.21. If the contractor is required to work on or provide crewmembers for government aircraft, then the provisions of DCMAI 8210.1, *Contractor's Flight and Ground Operations* (AFI 10-220/AR 95-20/NAVAIRINST 3710.1) apply. A Government Flight Representative (GFR) must be designated by the host activity/base commander that has tactical control of the aircraft at the site. This GFR is then delegated authority by the CAO. The delegation must occur before work commences at the CFT site. The GFR will determine the applicability of DCMAI 8210.1 and notify the contractor of any special requirements.
 - 2.2.2.22. If the contractor is required to work on government aircraft in a ground operations (no Contractor Flight Operations) only capacity, then the provisions of DCMAI 8210.1 (AFI 10-220/AR 95-20/NAVAIRINST 3710.1) apply. The host activity/base commander that has tactical control of the aircraft at the site must designate a Ground Government Flight Representative (GGFR). This GGFR is then delegated authority by the CAO. The delegation must occur before work commences at the CFT site. The GGFR will determine the applicability of DCMAI 8210.1 and notify the contractor of any special requirements.
- 2.2.3. Execute a Workload Agreement. Mutual understanding and agreements must be achieved to assure successful accomplishment of work. A workload agreement is properly documented and

signed by representatives from each government activity involved. A workload agreement is required as a result of a workload conference (AFI 21-102). The agreement for CFT work, signed by the affected organizations, will describe as a minimum:

2.2.3.1. Support that will be furnished by the command/base/government facility, such as, facilities, tools, support equipment, supplies, and personnel including the support duties to be assumed by the PO and other personnel. All equipment and special tools must be verified to exist at the facility location or the facility must be capable of accepting the equipment and those special tools.

2.2.3.2. Base safety and security responsibilities over and above those safety measures inherent in the work to be performed.

2.2.3.3. Certain details of the work may require base participation to complete, for example, fueling/defueling, aircraft, ground handling, preparation for contractor team, disassembling, assembling, flight testing, etc.

2.2.3.4. Asset/reparable possessed time (periods of possession as outlined in AFI 21-103, *Equipment, Inventory, Status and Utilization Reporting*).

2.2.4. The PMS Seller chairs the Contract Repair Team (CRT) in accordance with AFMCI 21-113, *Contract Maintenance Programs for Depot Maintenance Activity Group (DMAG)*, to ensure that all planning actions have been accomplished prior to submitting a Purchase Request (PR) to the procuring activity for order placement. The principle organizations involved, as well as a representative from the base/facility that will provide locational support, will participate in the CRT. It may not be necessary to hold a formal meeting before each order placement.

2.2.5. The PMS Seller prepares the finalized PR in sufficient detail wherein the task outlined is measurable. The PR package should contain positive evidence that final arrangements are completed as to the personnel responsible for the quality assurance and for the CFT PO assigned functions. The PR should be released to procurement in sufficient time to allow processing the contract order per guidance contained in AFMCMAN 64-104 Vol 2, *Central Contracting Buying Organization Procedures (J041)*. Emergencies may arise which could prevent normal order placement. These should be processed according to local emergency procedures.

2.3. Contractual Phase. The owning wing commander will:

2.3.1. Be the OPR for their particular weapon system or equipment. As such, it is the responsibility of the owning wing commander to maintain surveillance and control of maintenance programs and when necessary, initiate action to ensure timely and adequate accomplishment.

2.3.2. Appoint a PO, an on-site QAR and Government Flight Representative/Ground Government Flight Representative (GFR/GGFR) as required, to perform surveillance of the contractor.

2.3.3. Provide required backup support to the contract management office. The cognizant product directorate may be required to provide appropriate personnel from the Directorates of Maintenance, Directorate of Materiel Management, their own product directorate, or from other ALC organizations. This support falls primarily in the areas of quality assurance, nondestructive testing, engineering, technical, and administrative assistance.

2.3.4. Participate with the contract administration activity in the Post-Award Orientation Conference (PAOC).

2.3.5. Through the period of performance, evaluate the data provided to ascertain the status of performance, anticipate difficulties, and resolve problems that occur.

Chapter 3

GOVERNMENT PROPERTY SUPPORT

3.1. Procurement of Competitive CFT. The OC-ALC CFT contracting office is responsible for negotiating and awarding the basic contracts for competitive CFTs. The prime ALC for a specific weapon system will place sole source CFT orders for other Air Force major commands (MAJCOMs) when appropriate, utilizing funds provided by those commands. The OC-ALC CFT contracting office will place CFT orders for other government department/agency requirements as needed. Because of the unique nature of a CFT effort and its unusual contract design, early as well as careful planning are essential to ensure a successful program. The following procedures will be followed in placing the basic contracts and orders against the contracts:

3.1.1. Basic Contracts. These contracts, in effect, establish an industrial base that provides a contractor field maintenance capability. For the purpose of this directive, this industrial base is recognized as contractor personnel resources of direct labor that may supplement ALC resources. It represents an additional number of man-years capacity obtained from one or more contractors who are awarded contracts as the result of competitive procedures. Formal source selection procedures are preferred. The contract should include the following:

3.1.1.1. The basic contracts should provide for the issuance of both Firm Fixed Priced (FFP) and Time and Material (T&M) orders. FFP orders should be used when possible. T&M orders must have written approval in the form of Determination and Findings (D&F) by the Contracting Officer.

3.1.1.2. Over and above work request procedures will be included in the basic contract. Each order will include over-and-above provisions when appropriate.

3.1.1.3. Provide for necessary employee protection overseas.

3.1.1.4. Provide lists of various skill classifications required, in the contracts.

3.1.1.5. Emphasize the non-personal services nature of a work requirement:

3.1.1.5.1. The contractor shall be responsible for selecting personnel who are well qualified to perform the required services, for supervising personnel, and for keeping them informed of all improvements, changes and methods of operation.

3.1.1.5.2. The contracting officer may direct the contractor to remove, and the contractor shall remove, any employee assigned under this contract for reasons of safety, security or misconduct.

3.1.1.5.3. Where the reason for a removal request is due solely to misconduct on the part of the employee, replacement will be at the contractor's expense and not chargeable to the government.

3.1.1.6. Skills which are billed as direct labor, other than those included in the team complement, should be set forth in the contract and separately priced.

3.1.1.7. A ceiling price, which the contractor would exceed at their own risk, will be placed on all T&M orders.

3.1.1.8. Standardize contractor's management reports as to the format and distribution.

3.1.1.9. Preaward negotiations are conducted by the Procuring Contracting Officer (PCO). Terms and conditions should be established prior to issuance of an order. These should include (as a minimum) work specifications, repair schedule, team complement, required facilities, Government Furnished Property (GFP), starting date and completion date, and a dollar ceiling on T&M orders.

3.1.1.10. References from “The Engineering Society of Advancing Mobility Land, Sea, Air and Space International (SAE) AS9100, Rev B *Quality Systems – Aerospace – Model for Quality Assurance in Design, Development, Production, Installation, and Servicing*” requirements should be included in the contract.

3.1.1.11. To assure the quantity and quality of tool kits furnished by the contractor, the contractor is required to include in their management manual the minimum contents of each tool kit to be furnished for each skill level. The contractor will also provide total tool kit contents.

3.1.1.12. Definition of a hazardous area must be established for premium pay purposes.

3.1.1.13. Incorporate a standard safety clause into the basic contracts. Users shall tailor additional or revised safety requirements for specific orders. Particular attention should be given to work on fueled aircraft in hangars. The Appendix C attached to specific orders will specify the safety requirements, such as defueling aircraft. If the host base/facility is to fuel/defuel the aircraft, the requirement will be included in an agreement with the base/facility.

3.1.2. Order Placement. The contracting function of the requiring ALC negotiates and places orders and modifications. Copies of all orders and modifications will be provided to the OC- ALC CFT contracting office . These orders must be within the scope of the basic contract and support the industrial base concept as well as comply with the intent of these contracts. The success of any CFT effort is based on early planning and a good PR package. Adhere to processing times described in AFMCM 64-104, Vol 2. Proper timing of all actions, therefore, becomes essential for a successful program and for the prevention of costly, unproductive contractor standby time. To better assure successful CFT efforts, each contracting function follows these procedures in placing orders:

3.1.2.1. Preplanning. Assist the wing commander in early planning for a CFT effort. During this period, a joint contracting and requirements office determination should be made as to whether a CFT is appropriate and supportable in terms of availability of material and facilities as outlined in AFI 21-102. If inappropriate, other contract arrangements should be made.

3.1.2.2. Purchase Request. Verify the adequacy of PR documentation concerning the preplanning described in paragraph 3.1.2.1. Special emphasis should be placed on reviewing the arrangements and agreements to provide contract administration assistance and host facility support as well as the documentation of the in-house pre-award survey. Return purchase request packages, which do not contain the necessary elements for a procurement action to the initiator for correction. When the PR package is determined to be adequate, specific procedures of order placement must be followed to reflect the intent of the basic CFT contract as well as to ensure conformance to FAR policy.

3.1.2.3. Contractor Selection. The government shall, at its sole discretion, select a contractor for each order after a weighted assessment of the selection criteria in descending order of importance.

3.1.2.3.1. The OC-ALC CFT contracting office will designate the source for each order using the criteria in **Para 3.1.2.3.4.** below:

3.1.2.3.2. Prior to issuing orders against the basic contract, contracting officers at the ALCs, other than the primary office at OC-ALC, shall submit a source selection recommendation package to the OC-ALC/CFT contracting office. The OC-ALC CFT Source Selection Authority shall make the source selection determination and will be the final approving authority.

3.1.2.3.2.1. A duplicate copy of each **executed order**, at the time of execution, shall be submitted to the CFT contracting office at OC-ALC, Tinker AFB OK. Navy Air Force Interface (NAFI) is an electronic means of distributing our awarded contractual documents. This type of notification is acceptable. A semi-annual report shall be submitted to the OC-ALC CFT contracting office reflecting total expenditures. The report shall be submitted each calendar year NLT 15 October and 15 April and shall be listed by each Contract/Order number to include modifications. The report shall be submitted in electronic format in accordance with (IAW) **Attachment 2**, entitled "Semi-Annual Report of CFT Awards and Modifications."

3.1.2.3.2.2. A duplicate copy of each **order modification**, at the time of execution, shall be submitted to the CFT contracting office at OC-ALC, Tinker AFB OK. As previously mentioned the NAFI notification is acceptable to satisfy this requirement. A semi-annual report shall be submitted to the OC-ALC CFT contracting office reflecting total expenditures. The report shall be submitted each calendar year NLT 15 Oct and 15 April and shall be listed by each Contract/Order number to include modifications. The report shall be submitted in electronic format In accordance with **Attachment 2**, entitled "Semi-Annual Report of CFT Awards and Modifications."

3.1.2.3.3. For agencies other than the Air Force (i.e. Army, Navy, etc.) and for all commands within the DoD, all orders will be issued against the basic contract by OC-ALC. All Air Force terminology, publications, forms, etc., should be substituted with the appropriate department equivalent where appropriate.

3.1.2.3.4. Orders will be issued based upon the best value to the government. Contractor selection is based upon overall assessment of the following criteria:

3.1.2.3.4.1. Price. Comparison between labor rates on contract will be made prior to issuing individual orders.

3.1.2.3.4.2. Continuity of program: Developing strong professional relationships with contractors is encouraged but it is prohibited to give preference to an incumbent contractor in a competitive acquisition, regardless of the quality of prior performance.

3.1.2.3.4.3. Site Location: Consideration should be given, but not restricted, to a contractor's team phasing out work at or near the site of the proposed work.

3.1.2.3.4.4. Experience: Familiarity with and work on specific systems should be given special consideration when unique know-how is required.

3.1.2.3.4.5. Availability of skills: This is a determination that the contractor provides and outlines the required mix of skills in the numbers needed in the time required.

3.1.2.3.4.6. Contractor performance: A history of acceptable past performance on same or similar weapon system or equipment should be weighed against the job requirements.

3.1.2.3.4.7. Security clearance: The contractor's ability to provide personnel with required security clearance within the time required could have a bearing on contractor selection.

3.1.2.3.4.8. Selected factors: These are special requirements such as agreement or license to do business in a specific country, or any unique criterion, which is tailored to a specific program.

3.1.2.4. Type of Contract. The urgency of many CFT efforts, the uncertainty of assets/reparable input schedules because of operational requirements, and the nature of work specifications may make a fixed price order inappropriate. The suitability of a fixed price order must be considered before using any other type of order, and the file documented with the rationale if another type is used.

3.1.2.5. T&M Determination. Execute a Determination and Findings (D&F) as to the user of T&M for each T&M order placed. Information to support such determination is obtained from the PMS Seller.

3.1.2.6. Negotiation. As described above, a T&M order or fixed priced order may be placed. For the T&M orders, PCO negotiation with the proposed contractor will establish the terms and conditions of the order including desired schedule, projected team complement, starting date, and dollar ceiling.

3.1.2.7. Work specification (Appendix A). Define on contract orders the specific work required. Loose work specifications may, in effect, result in improper buying of a contractor's personal services (FAR, Part 37.104, *Service Contracting – Personal Service Contracts*). A copy of the workload agreement is part of the specifications and should be considered in negotiations.

Chapter 4

CFT CONTRACTS

4.1. CFT Contracts. It is recognized that there are times when the competitive CFT contracts are not suitable. In these instances, the contracting activity at the prime ALC may award a contract in accordance with FAR, Part 15, *Contracting by Negotiation*, and justified in accordance with FAR Part 6, *Competition Requirements*. DCMA Dayton administers competitive and noncompetitive CFT contracts provided they fall under the policy and procedures of AFI 21-102.

4.2. Fair Opportunity. All CFT task orders shall be competed in accordance with FAR 16.505 (b)(1) and Supplements. In accordance with Section 803 of the National Defense Authorization Act (Public Law 107-107), all orders exceeding \$100,000 shall be placed on a competitive basis unless the contracting officer waives the requirement based on a written determination in accordance with FAR 16.505 (b)(2) and the Defense Federal Acquisition Regulation Supplement (DFARS) 216.505-70 (b).

Chapter 5

CONTRACT ADMINISTRATION

5.1. Contract Administration. Contract administration responsibility is assigned to DCMA as specified in a Memorandum of Agreement (MOA) between HQ DCMA and USAF IAW FAR, Part 42, *Contract Administration and Audit Services*. This responsibility is executed through an ACO. This office is designated on the basic contract and all orders as the contract management office, and embraces several contract related specialties such as property, quality assurance, production, and safety. The management office functions are to assure that the contractor accomplishes work according to the terms and conditions of the contract and the subsequent orders.

5.1.1. Responsibilities:

5.1.1.1. ACO: The ACO's responsibility is for the overall administration of the CFT contract.

5.1.1.2. Quality Assurance Specialist (QAS): The QAS representatives are responsible for ensuring the surveillance of the contractor's quality assurance program.

5.1.1.3. Contract Safety Manager: The Contract Safety Manager has the responsibility for surveying contractor operations for compliance with contract safety requirements (Appendix C).

5.1.1.4. PO: The individual appointed by the host base/facility to perform PO requirements identified by ACO. These duties may be delegated to the extent agreed to by the using command and may go beyond the normal PO functions. Duties may involve verification of contractor hours, bills for material, per diem, and travel expenses, preparation of reports, evaluation of contractor preparation of reports, evaluation of contractor performance. The PO is charged with overall surveillance of the CFT operation.

5.1.1.5. On-site QAR: The individual appointed by the host base/facility to perform the on site QAR delegation requirements identified by DCMA Dayton.

5.1.1.6. On-site GFR: The individual appointed by the host base/facility to perform the on-site GFR requirements mandated by the Ground and Flight Risk Clause and DCMAI 8210.1 (AFI 10-220/AR 95-20/NAVAIRINST 3710.1).

5.1.1.7. On-site GGFR: The individual appointed by the host base/facility and delegated by the CAO to perform the on-site GGFR requirements mandated by the Ground and Flight Risk Clause and DCMAI 8210.1 (AFI 10-220/AR 95-20/NAVAIRINST 3710.1).

5.1.2. DCMA ACO Functions:

5.1.2.1. Performs all applicable ACO duties described in FAR, Part 42.302a, *Contract Administration and Audit Services – Contract Administration Functions*.

5.1.2.2. Provides (in writing) the guidance and specific duties to the PO.

5.1.2.3. Conducts a postaward orientation conference as required. The conference is conducted to ensure complete understanding between the contractor, Contract Management Office (CMO), the base, and the owning wing commander as to contractual requirements and to ensure understanding of the rights and obligations of the contractor and the government (FAR, Part 42.5, *Contract Administration and Audit Services – Postaward Orientation*).

5.1.2.4. Assures that the assigned PO is thoroughly aware of their responsibility for monitoring contractor operations and verifying contractor compliance with the contract.

5.1.2.5. Verifies the adequacy of logistics support available to the contractor and the availability of modification kits before a team is dispatched to the site.

5.1.2.6. Establishes a suitable contractor performance reporting system for the POs.

5.1.2.7. Closely reviews and monitors contractor employee transfer and turnover to assure that the job is not adversely affected or costs unnecessarily increased.

5.1.2.8. Approves all contractors travel requests and approve Letters of Identification (LOI) for contractors Other Than CONUS (OCONUS) travel.

5.1.2.9. Visits worksites as required during the performance of work to assure that delegated instructions are understood and carried out by the PO and QAR.

5.1.2.10. Reviews contractors Class 1 or 2 departure classifications.

5.1.3. QAS Functions:

5.1.3.1. Performs all applicable QAS duties described in FAR, Part 46, *Quality Assurance*.

5.1.3.2. Provides (in writing) the guidance to the on-site QAR (to include flight critical products/safety of flight and nondestructive testing requirements if required).

5.1.3.3. Assures that the assigned on-site QAR is thoroughly aware of their responsibility for monitoring contractor's quality operations and verifying contractor compliance with the contractual quality requirements.

5.1.3.4. Conducts an initial briefing with the on-site QAR assigned to a new CFT site.

5.1.3.4.1. Discusses key processes and surveillance method to be performed by the on-site QAR.

5.1.3.4.2. Discusses statement of work, quality assurance requirements, mandatory audits for flight critical products/safety of flight requirements, non-destructive testing requirements, review of contractor workbooks, responsibilities, procedures for investigating Quality Deficiency Report (QDR), reporting requirements, and development of a Quality Assurance Surveillance Plan (QASP).

5.1.3.5. Initiates the necessary investigations and prepares a reply as appropriate for any generated Product Quality Deficiency Reports (PQDR).

5.1.3.6. Performs Quality Assurance Evaluations on the contractor when higher-level quality assurance requirements are identified in the contract or participate in conducting Quality Assurance Audits when requested by the customer.

5.1.3.7. Documents and analyzes monthly on-site QAR submitted data.

5.1.3.8. Visits worksites as required during the performance of work to assure that delegated instructions are understood and carried out by the on-site QAR and provides guidance/assistance as requested.

5.1.4. Contract Safety Functions: Contract Safety is another function of the host base unit. Each basic CFT contract will contain Appendix C safety provisions. Each delivery order may contain a modified Appendix C tailored to the specific work requirements.

5.1.4.1. Surveillance of contractor compliance with the contract safety requirements is the responsibility of the PO/QAR.

5.1.4.2. The host base unit ground safety office shall conduct periodic safety inspections. Contractor safety violations found should be reported immediately to the PO for resolution with the contractor. In the event corrective action is not obtained, the matter should be referred to the ACO.

5.1.4.3. In the event of an accident/incident, the government PO immediately notifies the ACO.

5.1.5. PO Functions:

5.1.5.1. Acknowledges receipt (in writing) within 10 days from the date of the of the PO's specific functions to be performed.

5.1.5.2. Responsible for the overall surveillance of the CFT operation at their work site.

5.1.5.3. Manages and furnishes the necessary administrative, logistics and supply support to the contractor team.

5.1.5.4. Manages and provides the necessary assets for input according to a prearranged schedule.

5.1.5.5. Monitors and performs surveillance for short-term operations in the performance of safety surveillance to ensure contractor conformance to the Appendix C of the order placed against the basic contract.

5.1.5.6. Reviews contractors Class 1 or 2 departure classifications when designated.

5.1.5.7. May delegate PO/QAR responsibilities to subordinate work sites.

5.1.5.8. Ensures the contractor conducts a yearly inventory and a final at Delivery Order (DO) completion of all GFP.

5.1.6. On-site QAR Functions:

5.1.6.1. Acknowledges receipt of guidance (in writing) within 10 days from the date of issuance.

5.1.6.2. Accomplishes all requirements specified in Quality Assurance (QA) guidance package.

5.1.6.3. Accomplishes a thorough review of the contractor's Quality Manual (QM), Standard Operating Procedures (SOPs), Local Operating Instructions (LOIs), and workbooks to assure adequacy, completeness and correctness as to conformance to contractual requirements. Non-acceptance resulting from these reviews shall be made to the contractor in writing. When Corrective Action Request/Quality Deficiency Report (CAR/QDR) indicating the specific reason for non-acceptance. When workbooks are used and determined acceptable, the on-site QAR will initial and date the front page and/or cover.

5.1.6.4. Develops a Quality Assurance Surveillance Plan (QASP) within 30 days of acceptance of the guidance package. This QASP will outline the audit, and quality guidelines the on-site QAR will surveil during the CFT effort. The plan is forwarded to the ACO and provides guidance and/or a plan template. For large-scale CFT contracts where performance is at numerous locations or bases the ALC and/or Major Command (MAJCOM) PO/QAR formally delegate authority to each

site and develop a QASP that all sites will use as guidance. QAR must verify that government quality inspection is being performed at all sites. PO/QAR formally delegate at each site as necessary.

5.1.6.5. Assures the contractor complies with the quality assurance requirements of each delivery order, properly accomplishes all work tasks, inspects and tests all work performed, corrects any defects and adequately documents all processes that are being performed (includes non-destructive testing).

5.1.6.6. Performs quality surveillance, product audits, and process proofing to assure that the contractor's work meet all contractual requirements.

5.1.6.7. Performs 100% surveillance of safety of flight characteristics whenever the contractor installs, reworks, repairs or replaces components or assemblies that could impact the integrity of flight safety.

5.1.6.8. Initiates Corrective Action Requests (CAR) (verbal or written) when contractual non-compliance is detected. Escalates written CARs to CAO when the contractor is non-responsive or continued inappropriate responses are received.

5.1.6.9. Conducts an independent investigation of all PQDRs, prepares a reply as appropriate and submits the appropriate correspondence to the CAO QAS. Deficiency Reports will be processed IAW TO-00-35D-54.

5.1.7. On-site GFR/GGFR Functions:

5.1.7.1. Acknowledges acceptance (in writing) within 10 days from the receipt of guidance package.

5.1.7.2. Completes the OJT program as specified in the GFR package.

5.1.7.3. Reviews contractor waivers annually and process new requests per DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E Para 4.43.

5.1.7.4. Supervises contractor's Mishap Prevention Program per DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E Para 5.3.1.

5.1.7.5. Ensures the contractor has a safe and effective Premishap Plan per DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E Para 5.3.2.

5.1.7.6. Ensures the contractor establishes written procedures per DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E Para 5.

5.1.7.7. Reviews and Approves Contractor's Procedures. Contractors must have local operating procedures that describe operations at a particular site. The operating procedures must be formatted like the Joint Instruction, or contain a cross-reference matrix to the Joint Instruction per DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E Para 5.1.5. Contractors may not begin covered Flight or Ground Operations before receiving written approval. (DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E Para 5.1.6.3 and Enclosure 4, Para 3.1). The GFR/GGFR must review the contractor's procedures at least once every 12 months, and within 90 days of appointment as GFR/GGFR. The approval shall be given in writing to the contractor. This approval letter should be maintained inside the front cover of the local Flight and Ground Operations Manual.

5.1.7.8. Approves Contractor Crewmembers (GFRs Only). Each contractor crewmember must be approved in writing by the GFR before participating in a flight per 8210.1 Enclosure 2, Para 2.3. Special care must be given to ensuring the contractor has met the minimum requirements in DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E, Enclosure 2, Paragraph 3.

5.1.7.9. Approves personnel to certify engine run operators (GFRs Only) per DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E, Enclosure 3, Para 6.2.

5.1.7.10. Approves Contractor Flights (GFRs Only). Contractor flights must be approved by the GFR in accordance with DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E, Enclosure 4, Para 3.7. A military commander will be responsible for all flights under their cognizance. The GFR's approval is approval for the contractor to participate in the flight as briefed. The local flight approval process still must be followed.

5.1.7.11. Maintains surveillance of daily contractor operations where the government has assumed some risk of loss per DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E, Enclosure 4, Para 3.1.

5.1.7.12. Reviews special interest items (i.e. Quality Deficiency Reports, Corrective Action Requests, etc) to identify conditions or trends, which have potential impact on safety or flight operations. (DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E, Enclosure 4, Para 3.8.1.).

5.1.7.13. Participates with government QA personnel in the review of safety-of-flight related customer complaints per DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E, Enclosure 4, Para 3.8.2.

5.1.7.14. Performs surveillance of contractor's mishap investigation effort per DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E, Enclosure 4, Para 3.8.3.

5.1.7.15. Reviews contractor's foreign object damage (FOD) Prevention Program per DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E, Enclosure 4, Para 3.8.4.

5.1.7.16. Maintains records of approvals and actions per DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E, Enclosure 4, Para 3.8.5. At a minimum, the following must be maintained:

5.1.7.16.1. Current copy of contractor's procedures and a record of approvals.

5.1.7.16.2. Approvals of flights and mission profiles. (Retain for 1 year.)

5.1.7.16.3. Current listings of contractor crewmembers.

5.1.7.16.4. Flight Operations/Safety Surveys/evaluations, follow-up results and contractor-related correspondence. (Retain for 3 years.)

5.1.7.17. Notifies the Contractor Chief pilot prior to brief time for all no-notice evaluations of contractor crewmembers. (DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E, Enclosure 4, Para 3.8.6.).

5.1.7.18. Conducts Surveys/Assessments of Contractors Flight and Ground Operations. (DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E, Enclosure 4, Para 5). A flight and ground survey should be conducted at least once every 12 months. Nonresident GFRs must conduct a survey at least once every six months per DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST

3710.1E, Enclosure 4, Para 5.2.2. Frequency of survey should be based upon risk at the site and may be more often than these minimums. Details of this survey are in DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E, Enclosure 4, Attachment 3.

5.1.7.19. Upon discovery of unsafe operations or deviation from approved procedures, notify the contractor and ACO in writing per DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E, Para 5.1.9 and Para 5.1.10. and Enclosure 4, Para 3.6. Also notify the CFT Chief of Flight Operations at DCMA Dayton. Email traffic is adequate for notifying ACO and CFO.

Chapter 6

SPECIAL CFT PROCEDURES

6.1. Special CFT Procedures. When the modification installation does not conform to contract requirements, the following procedures apply in determining the action to be taken:

6.1.1. The contractor classifies each departure from contract requirements as either a Class I or Class II departure. For the purpose of this regulation, the departures are defined as follows:

6.1.1.1. Class I-Departure (Deviation). Any non-conformance that could by itself or by its relation to other components result in failure or malfunction, involves safety of personnel using or maintaining the item, adversely affects performance, durability, interchangeability, reliability, materially affect weight, or otherwise result in failure of the end product to properly perform its intended function (included are any departures affecting price).

6.1.1.2. Class II-Departure (Variation). Any departure from established standards or workmanship, or other similar standards, in a manner or to a degree which has no significant bearing on the effective use or operation of the item or related components and which does not involve any factors listed under Class I – Departure.

6.1.2. The ACO, or when authorized, the designated PO reviews the contractor's classification. If there is any disagreement with the contractor as to the proper classification, it must be treated as a Class I-Departure.

6.1.3. Class I & II departures, unless corrected, cannot be accepted without approval of the System Program Depot Manager (SPDM) and Procuring Contracting Office (PCO). Accordingly, requests for authorization to accept Class I & II departures are prepared and submitted to the wing commander through the ACO for authorization.

Chapter 7

CFT VERSUS FIXED FACILITIES

7.1. CFT Versus Fixed Facilities. Although procedures to be followed are well described in the FAR and other publications for fixed facilities, the CFT effort requires somewhat different treatment.

7.1.1. Preaward:

7.1.1.1. The OC-ALC CFT contracting office award of the basic contracts is based, in part, upon the determination of contractor responsibility. The PCO makes this determination.

7.1.1.2. Because of the centralized management control of the CFT program at OC-ALC, all CFT management and contractor performance reports, which are required under the terms of the contracts, are sent to the OC-ALC CFT contracting office to use in the contractor selection process. Therefore, information concerning production problems, actual vs. negotiated hours, and other experience data is obtained from the ACO.

7.1.1.3. A determination of contractor responsibility for specific orders against established contracts is not required; consequently, the conduct of a preaward survey for order placement is not required. The elements which are normally considered in reaching a determination of responsibility are included as part of OC-ALC CFT contracting office recommendation for the selection of a contractor.

7.1.2. Postaward:

7.1.2.1. The principle function in this period is production surveillance. The purpose of this effort is to determine the progress made by a contractor in meeting their schedule and identifying factors that may delay delivery or performance. It includes the review and analysis by the government of a contractor's performance, plans, schedule, and controls. In a CFT effort, a contractor's progress is frequently related directly to the responsiveness of government support, which is contractually required. Consequently, similar vigilance must be exercised over the government's role in the CFT effort. This role involves, for example, timely input of assets, technical order (TO) support, hardware and kit support, shop availability, and timely inspection/acceptance. When there is a possibility of a slippage of production schedules due to the failure of the government to perform the required function, the ACO and PCO must be notified immediately.

7.1.2.2. Recognizing that the CFT work is normally done at operational bases; a delicate balance exists between the operational mission of the base and base support to the contractor. An extraordinary effort must be diplomatically exerted to keep this equilibrium intact. The production surveillance category is based on the criticality designator assigned by the contracting officer and other factors based on the guidance in FAR, Part 42.1104, *Contract Administration and Audit Service – Surveillance Requirements*, and *Defense FAR Supplement (DFARS)*, current edition. In addition, the nature of CFT work requires coordination of actions with the contractor and constant surveillance by the base-furnished PO who may be delegated, according to previous agreement with the using command. On each order, the ACO/PCO establishes suitable reporting system with each PO and contractor to provide to the ACO/PCO timely information concerning projected and actual delinquencies (government or contractor), and anticipated schedule slippages.

Chapter 8

DEPOT ON-SITE CONTRACTOR AUGMENTEE TEAMS

8.1. Depot On-Site Contract Augmentee Teams (DO-CAT). DO-CATs augment depot workforce at an organic depot by performing depot level maintenance and modification on a short-term basis (normally less than one year). Depot maintenance workload may be accomplished by a combination of organic and contract personnel. DO-CATs are funded with organic DMAG funds.

8.1.1. DO-CATs are used to augment the civilian workforce to accomplish organic workload at an organic depot. DO-CATs augment the government workforce (not replace it) to ensure continued customer support. DO-CATs are not used to replace the requirement to plan capabilities lead-time away but to aid in meeting increased requirements within lead-time.

8.1.1.1. DO-CATs perform depot level maintenance and modification of aircraft including, aerospace equipment, communications, electronics and meteorological, automatic data processing and cryptology equipment, missile weapon systems and support equipment.

8.1.1.1.1. All DO-CAT contracts must have AFMC/LG approval in writing prior to task order award. Submit requests to HQ AFMC/LGP.

8.1.1.1.2. The DO-CATs may be used only if organic support is not sufficient due to workload changes. Normally, workload will be short term, which is defined as a period of one year or less.

8.1.1.1.3. DO-CATs will not be used for personal services.

8.1.1.1.4. Direct labor is the only authorized labor category on DO-CAT contracts. Indirect labor can not be used on DO-CAT contracts. (AFMCI 21-105, 3.5.4.3. and 4.1)

8.1.2. U.S.C. Title 10 Section 2466 (the 50/50 rule). It is important for depot managers to utilize the right depot maintenance field team when selecting a repair source and to maintain our commitment to compliance with U.S.C. Title 10 Section 2466 (the 50/50 rule) guidance on the performance of depot-level maintenance.

8.1.3. Labor Hour/Rate Impacts.

8.1.3.1. When the impact on the direct burdened labor rate is less than 1 percent, Direct Product Earned Hours (DPEH) and Direct Product Actual Hours (DPAH) is recorded at the discretion of the center commander. Labor standards must be adjusted.

8.1.3.2. When the impact on the direct burdened labor rate is greater than 1 percent, DPEH and DPAH must be recorded.

8.1.4. Finance Procedures.

8.1.4.1. Use United States Standard General Ledger (USSGL) 6100.00P2 (formerly General Ledger Account Code (GLAC) 52569), and Other Direct Costs (ODC), to record DO-CAT contract costs.

8.1.4.2. Monthly DO-CATs expenditures will be reported on the notes pages of the HQ AFMC Depot Maintenance Performance Indicators Organic Cost of Goods Produced Video Teleconfer-

ence Report (VTC) chart. DPAHs and DPEHs will be reported monthly on the Projected/Actual Manpower & Capability Report, RCS: LOG-LG (M)-8203 report.

Chapter 9

CONTRACTOR RESPONSIBILITY

9.1. Contractor Responsibility.

9.1.1. Contractor's Workbook. A procedural element in the CFT contractor's system is the contractor's workbook. This is required for all but the most unsophisticated programs where the Air Force Technical Order (AFTO) Forms 349, **Maintenance Data Collection Record** (workcard) or the Time Compliance Technical Order (TCTO) itself might suffice as the maintenance plan. The workbook is essential to assure uniform quality maintenance in accordance with the contract work specifications.

9.1.1.1. The workbook, which is prepared and maintained by the contractor, must provide specific and uniform step-by-step directions for accomplishing work accurately, economically, and safely.

9.1.1.2. Workbooks must specify component removals, inspections, and reinstallations that affect quality and must include warning and caution notes where failure to follow prescribed procedures could result in injury to personnel or damage to government property. Removal and reinstallation of items (including lines, fittings, components, etc.), when required to gain access to another component, will be listed as separate entries in the workbook.

9.1.1.3. Include quantitative criteria (dimensions and tolerances) in the workbook, either by actual values or references to the drawing or technical order. The workbook also includes criteria essential for determining the acceptability of work performed.

9.1.1.4. The contractor maintains and retains workbooks and other pertinent records in accordance with the contract requirement. In addition, sufficient documentation must be maintained by the contractor for a period of not less than 12 months from date of activity, incident, or action to assist in any accident investigation that may be conducted in accordance with AFI 10-501, *Program Action Directives (PAD) and Programming Plans (PPLAN)*.

9.1.2. Skills Certification. The requiring activity has the responsibility to establish training and certification requirements for CFT technicians. Each task order will specify qualification and certification requirements based on the work to be performed and the nature of the CFT. Specific certification must be readily available and a formally established program must exist to record and identify required task certification. The contractor shall comply with applicable requirements of AFMCI 21-108, *Maintenance Training and Production Acceptance Certification (PAC) Program*, Chapters 3 and 4 provide documentation of an equivalent system that is verifiable by the contracting officer.

Chapter 10

PROPERTY CONTROL

10.1. Property Control. Government-Furnished Property under CFT is normally of insufficient size to warrant the normal property control system described in FAR, Part 45, *Government Property*. Therefore, property control on CFT should emphasize simplicity through the following procedures:

10.1.1. GFP. Include an Appendix B, *Supply Instructions* in CFT delivery orders when appropriate. When not appropriate, a statement must be placed in the PR remarks block and accompany the PR to D/PM explaining why an Appendix B is not required. The base or facility where the work is being performed is responsible for providing equipment and material support to the contractor and for maintaining the official property records for all Government-furnished property provided under the contract.

10.1.1.1. Brand Compliance. The Program Manager may designate brand specific compliance in Appendix B, *Supply Instructions*. This direction should be used to align GFP with currently utilized equipment or tooling at the owning ALC.

10.1.2. Contractor Acquired Property (CAP). CAP is no longer used as an alternative for Government Furnished Material (GFM). The contractor will acquire needed items as Contractor Furnished Material (CFM).

10.1.2.1. Brand Compliance. The Program Manager may designate brand specific compliance in Appendix B, *Supply Instructions*.

10.1.3. Turn-In. The PO assures that all GFP is turned in to the base supply activity when work is completed. When GFP is required at another worksite, approval of the owning activity is obtained prior to moving this property to another site.

10.1.4. Tool Control. Due to the high probability of lost tools and the extremely critical nature of aerospace vehicle maintenance and repair, contractors are required to comply with identical tool control standards as AFMCI 21-107, *Tool Control and Accountability Program*. The contractor shall comply with applicable requirements of AFMCI 21-108, chapters 3 and 4 or provide documentation of an equivalent system that is verifiable by the contracting officer.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

U.S.C. Title 10 Section 2466 (the 50/50 rule)

Defense FAR Supplement (DFARS)

DCMAI 8210.1/AFI 10-220/AR 95-20/NAVAIRINST 3710.1E, *Contractor's Flight and Ground Operations*

AFI 10-501, *Program Action Directives (PAD) and Programming Plans (PPLAN)*

AFI 21-102, *Depot Maintenance Management*

AFI 21-103, *Equipment, Inventory, Status and Utilization Reporting*

AFMCI 21-105, *Depot Maintenance Work Measurement*

AFMC 21-107, *Tool Control and Accountability Program*

AFMCI 21-108, *Maintenance Training and Production Acceptance Certification (PAC)*

AFMCI 21-113, *Contract Maintenance Programs for Depot Maintenance Activity Group (DMAG)*

AFMCI 21-115, *Depot Maintenance Quality Assurance*

AFMC 64-104, Vol 2, *Central Contracting Buying Organization Procedures Program*

TO-00-25-107, *Maintenance Assistance*

TO-00-25-108, *Communication-Electronics (C-E) Depot Support*

TO-00-25-115 (This publication has been rescinded and the information intended for this TO is now contained in D086, *Mission Workload Assignment System*)

TO-00-35D-54, *USAF Deficiency Reporting and Investigating System*

Federal Acquisition Regulation, current edition

Federal Acquisition Regulation, Part 6, *Competition Requirements*, current edition

Federal Acquisition Regulation, Part 15, *Contracting by Negotiation*, current edition

Federal Acquisition Regulation, Part 37.104, *Service Contracting – General*, current edition

Federal Acquisition Regulation, Part 42, *Contract Administration and Audit Services*, current edition

Federal Acquisition Regulation, Part 42.1104, *Contract Administration and Audit Services – Surveillance and Requirements*, current edition

Federal Acquisition Regulation, Part 42.302a, *Contract Administration and Audit Services – Contract Administration Functions*, current edition

Federal Acquisition Regulation, Part 42.5, *Contract Administration and Audit Services – Postaward Orientation*, current edition

Federal Acquisition Regulation, Part 45, *Government Property*, current edition

Federal Acquisition Regulation, Part 46, *Quality Assurance*, current edition

States Standard General Ledger (USSGL) 6100.00P2 (formerly General Ledger Account Code (GLAC) 52569)

Projected/ Actual Manpower and Capability Report, RCS: LOG-LG (M)-8203

International Standards Organization (ISO) 9001 Series Publications: 2000

Abbreviations and Acronyms

ACO—Administrative Contracting Officer

AFI—Air Force Instruction

AFMC—Air Force Materiel Command

AFTO—Air Force Technical Order

ALC—Air Logistic Center

CAO—Contract Administration Office

CAP—Contractor Acquired Property

CAR—Corrective Action Request

CDM—Contract Depot Maintenance

CFM—Contractor Furnished Material

CFT—Contractor Field Team

CLS—Contractor Logistics Support

CMO—Circuit Maintenance Office

CMRB—Contract Maintenance Review Board

CONUS—Continental United States

CRT—Contract Repair Team

D&F—Determination and Findings

DCMA—Defense Contract Management Agency

DFARS—Defense FAR Supplement

DFT—Depot Field Team

DMAG—Depot Maintenance Activity Group

DO-CAT—Depot On-Site Contract Augmentee Teams

DoD—Department of Defense

DPAH—Direct Product Actual Hours

DPEH—Direct Product Earned Hours

D/PK—Directorate of Contracting and Manufacturing

FAR—Federal Acquisition Regulation
FCF—Functional Check Flight
FFP—Firm-Fixed Price
GFE—Government Furnished Equipment
GFM—Government Furnished Material
GFP—Government Furnished Property
GFR—Government Flight Representative
GGFR—Ground Government Flight Representative
GLAC—General Ledger Account Code
IAW—In Accordance With
ICS—Interim Contract Support
IM—Item Manager
ISO—International Standards Organization
LOI—Local Operating Instruction
MAJCOM—Major Command
MOA—Memorandum of Agreement
NAFI—Navy Air Force Interface
O&M—Operation and Maintenance
OCONUS—Other than CONUS
ODC—Other Direct Cost
OFT—Organic Field Team
OJT—On-The-Job-Training
OPR—Office of Primary Responsibility
PAOC—Post-Award Orientation Conference
PO—Project Officer
PCO—Procuring Contracting Officer
PDO—Publishing Distribution Office
PM—Program Manager
PMS—Production Management Specialist
PQDR—Product Quality Deficiency Reports
PR—Purchase Request
QA—Quality Assurance

QAR—Quality Assurance Representative
QAS—Quality Assurance Specialist
QASP—Quality Assurance Surveillance Plan
QDR—Quality Deficiency Report
QM—Quality Manual
QSP—Quality Surveillance Plan
SACO—Supporting (Secondary) Administrative Contracting Officer
SM—Single Manager
SOP—Standard Operating Procedure
SORAP—Source of Repair Assignment Process
SPD—System Program Director
SPDM—System Program Depot Manager
SPM—System Program Manager
TCTO—Time Compliance Technical Order
T&M—Time And Material
USC—United States Code
USSGL—United States Standard General Ledger
VTC—Video TeleConference

Terms

Administrative Contracting Officer (ACO)—A contracting officer assigned the responsibility for administration of a US Government contract.

Air Logistics Center (ALC)—Refers to one of the organic repair facilities operated by AFMC. The three ALC's are Oklahoma City, Ogden, and Warner Robins. These centers are assigned system and item management responsibilities for most Air Force weapon systems and equipment. They support AFBs within their assigned region.

Contractor Acquired Property (CAP)—Property procured or otherwise provided by the contractor for the performance of a contract, title to which is vested in the Government.

Competitive CFT Orders—Those requirements that may be placed on the basic OC-ALC contracts.

Contract Administration Office (CAO)—The Government office that performs assigned pre-award functions and post-award functions as they pertain to contract administration.

Contracting Activity—Then Oklahoma City ALC (OC-ALC/PK) CFT contracting office is responsible for negotiating and awarding the basic competitive CFT contracts.

Contractor Field Team (CFT)—Contractor maintenance personnel who may be provided with Government-furnished equipment, supplies, and special tools to accomplish depot level maintenance/modification at operational Government location(s) identified in the contract. The work involves

depot-level maintenance tasks and may include concurrent organizational and intermediate level tasks. The contractor provides supervision, personnel, and hand tools for required work.

CFT Technician—May be any approved skill that is listed in the team compliment and required by a using activity to perform a specific task in relation to performance of a CFT order.

Depot Field Teams (DFT)—Mobile work force used to supplement organic and contractor fixed-facilities.

Direct Labor—Labor that (1) increases the value or utility of a product by altering the composition, condition, conformation, or construction of the product, or that provides a service directly to the customer rather than in support of other direct labor of the Directorate of Maintenance; (2) can be accurately, consistently, and economically identified to a product, group of products, or customer; (3) is supported by official work requests and authorized by prescribed WADs indicating the specific nature of work to be done.

Direct Product Actual Hours (DPAH)—Actual hours applied by direct labor to accomplish a given workload.

Direct Product Earned Hours (DPEH)—Hours earned against an established standard for direct labor performed.

Emergency CFT—CFT procurements in accordance with TO-00-25-107 or TO-00-25-108.

Government Flight Representative (GFR)—Individuals designated by the host activity/base commander to provide surveillance over risk to Government Aircraft in accordance with DCMAI 8201.1 (AFI 10-220/AR 95-20/NAVAIRINST 3710.1). The commander that maintains tactical control over the aircraft appoints this individual. The CAO also provides a GFR who is the liaison that assists site GFRs.

Ground Government Flight Representative (GGFR)—Individuals designated by the host activity/base commander to provide surveillance over risk to Government Aircraft in accordance with DCMAI 8201.1 (AFI 10-220/AR 95-20/NAVAIRINST 3710.1), where Contractor Flight Operations (crewmember duties, engine/APU runs) are not being conducted. The commander that maintains tactical control over the aircraft appoints this individual. The CAO also provides a GGFR who is the liaison that assists site GGFRs.

Host Base—The base, post, station, or other location where CFT work is to be performed.

Logical Follow On—When the requiring activity provides information which supports that it is in the Governments best interest not to perform a competitive source selection to the OC-ALC CFT contracting office; a D&F shall be documented and approved at the appropriate level.

Indirect Labor—All labor at the Resource Control Center level that does not meet the criteria for direct labor, the cost of which is apportioned over all products in the Resource Control Center rather than charged to one or more specific products.

Maintenance Modification Program—The maintenance, modification, and installation of equipment in aircraft/missiles/engines/modules, weapon systems and support equipment located in the CONUS and overseas by CFT, as authorized by AFI 21-102. This contractual maintenance is performed as a complete package based on work specifications describing a specific maintenance and/or installation of time compliance technical order (TCTO) kits.

Oklahoma City Air Logistic Center (OC-ALC)—CFT contracting office. The office at Tinker Air

Force Base with the primary responsibility for issuance of CFT orders.

Organic Field Team (OFT)—A team of Government maintenance personnel consisting of military and/or civilians trained and certified by AFMC depots.

Procuring Contracting Officer (PCO)—A contracting officer assigned the responsibility for issuance of a US Government contract. This designation is used to differentiate from an ACO, or supporting ACO when one is appointed.

Production Management Specialist (PMS) Buyer—The product directorate PMS Buyer receives customer depot level maintenance requirements and negotiates the funded requirements with the PMS Seller for work-loading within DMS, AFIF capability. The PMS Buyer is required to be responsive to changes in customer requirements or funding and to ensure reparables are available to meet the negotiated schedule.

Production Management Specialist (PMS) Seller—The product directorate PMS Seller is responsible for negotiating requirements with the Buyer PMS for contract repair. Prepares a purchase request and forwards to contracting for contract award of repair services to transform a reparable item to a serviceable condition. Maintains surveillance over work performed, adequacy of material support, production and funding for each item. Ensures availability of parts, technical data and support equipment.

Project Officer (PO)—Individual designated by the host activity/base commander to provide the contractor team the required logistical and base support. Person charged with the overall surveillance of the CFT operation at their work site. When approved/agreed to by the host activity/base commander, the project officer may be delegated contract administration functions or tasks by the CAO. Delegate these tasks in writing and clearly define the functions to be performed.

Quality Assurance Specialist (QAS)—The Government representative responsible for surveillance over the quality of a contractor's quality assurance program. The quality assurance functions should be delegated to the host base.

Quality Assurance Representative (QAR)—The Government's host base representative normally designated by the host activity/base commander) who performs surveillance over the contractor's quality assurance program. This individual will ensure all quality assurance functions are accomplished and documented in accordance with the host base policy and CAO guidance. The on-site QAR will perform in-process inspections, final inspection, process proofing and acceptance of all contractually specified items.

Supporting (Secondary) Administrative Contracting Officer (SACO)—An Administrative Contracting Officer at another location who has been delegated by the ACO specific administrative and management duties under the contract.

System Program Manager (SPM) or Item Manager (IM) ALC—The ALC having responsibility for the management of weapon/support systems or items of equipment as delineated in TO-00-25-115 (This publication has been rescinded and the information intended for this TO is now contained in D086.).

Using Commands—DOD departments, major Air Force commands, including the Air National Guard, Air Force Reserves, Security Assistance Recipients and other federal agencies.

Urgent CFT—CFT procurements, which do not meet the criteria for emergency CFT, and it is jointly determined by the ALC requirements and contracting functions when there is insufficient lead-time or that other circumstances preclude normal procurement of the requirement.

SEMI-ANNUAL REPORT OF CFT AWARDS AND MODIFICATIONS

[illegible]

The intent of the semi-annual report is to inform the OC-ALC CFT office of the number of contractual documents awarded by the other ALCs as well as the amount of the money obligated. This information is valuable especially regarding the Acquisition Plan threshold. If the CFT office suspects the Acquisition Plan threshold will be surpassed, OC-ALC CFT office has the responsibility of preparing an amended Acquisition Plan which will need to be approved for the additional estimated dollars to be obligated for the life of the contract.